



Office of Public Instruction
Linda McCulloch, Superintendent
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www.opi.mt.gov

PUBLICATION REQUEST FORM

INFORMATION AND APPROVAL

A



Sign-off to proceed by Division Administrator		Date Requested
<input type="checkbox"/> Reprint Special Instructions		Budget Code
Contact Name (Originator)	Telephone	Date Final Product Needed
Program or Division Name		
To bid (if sent outside OPI Publishing)	Distribution to	
Copyright Documentation (a) Does the item to be reproduced, whether generated by you (the person requesting printing/copying) or by another person, contain any material created by someone else which may be protected by copyright? This could include artwork, poetry, language from a book, manual, or play, photographs, lesson plans, and much more. <input type="checkbox"/> Yes <input type="checkbox"/> No (b) If you checked "Yes" in response to (a), have you written for and received permission IN WRITING from the person who created the material? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) If you checked "yes" in response to (b), have you filed that written permission with the Resource Center? <input type="checkbox"/> Yes <input type="checkbox"/> No IF THIS MATERIAL CONTAINS ANY MATERIAL CREATED BY SOMEONE ELSE, AND YOU HAVE NOT WRITTEN FOR AND RECEIVED PERMISSION IN WRITING FROM THE CREATOR, AND FILED THAT WRITTEN PERMISSION WITH THE RESOURCE CENTER, THIS MATERIAL CANNOT BE REPRODUCED. Photo Release Form Signed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<small>All OPI publications will be posted to the OPI Web site in PDF. The following will be used to enhance search results by showing the document title and a short synopsis of what the user can expect when opening the document. Keywords placed in the document get higher priority in search results.</small> Title: Subject: Keywords: Special Print Instructions:		

B



Proof Reader certification that attached documents are proofed and their content is final

C



REPRODUCTION Estimated Cost (to be completed by Publications):

____ Number of Copies ☐ Front Only ☐ Front and Back ☐ See Special Instructions Above

INK COLOR: ☐ Black ☐ Other: Division Web Page Location:

PAPER:

Size: ☐ 8 1/2x11 ☐ 8 1/2x14 ☐ 11x17 ☐ Other: _____

Weight: Standard 20 lb. (bond, cover, index) ☐ Other: _____

Color: ☐ White ☐ Color: _____

BINDERY:

☐ Collate

☐ No Staple (1, 2, 3, saddle stitch)

☐ No Hole Punch (1, 2, 3)

☐ Pad (Red Compound, Fan-a-Part)

☐ Fold

☐ Cut

☐ Perfect Bind (Hot Glue)

☐ Comb-Bound

☐ Tape Bind (Blue, Black)

☐ Shrink Wrap/Quantity Per Package

☐ Other

Contact the Mail Room for Delivery or Distribution of Printed Materials by Telephone: 0768



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PUBLICATION REQUEST FORM

CHECKLIST

The Publication Work Request Form with Instructions is posted in the Forms Folder on your desktop.

1. ☐ **Type the rough draft** (an unformatted document or pre-designed template from Publishing)
 - a. Refine the draft by incorporating the stakeholders' suggestions.
 - b. Repeat step 1a as often as needed.
2. ☐ **Obtain your Division Administrator's approval**

(The Administrator's signature indicates the document can proceed)
An Electronic signature field is provided on the Publishing Work Request Form.
3. ☐ **Proof the draft by running the Spelling and Grammar tools built into Word.**

Do not format with text-wrap graphics or make font changes. Properly formatted Bold, Italic, Underline, Bullet and Column text are acceptable.
4. ☐ **Send the draft to your division's designated proofreader for corrections.**
 - a. Make the necessary corrections and save.
 - b. Keep an electronic copy of your final draft, you may want to use it again.
 - c. Once edits are complete, e-mail the document and work request to a proof reader for their electronic signature. The proof reader will e-mail the signed work request back to the originator.
 - d. The proofreader's signature certifies that the attached documents have been proofed.
 - e. Repeat step 4 as often as needed.
5. ☐ **Send to Publishing using this Publication Request Form.**

This starts a dialog between you and Publishing.

 - a. This Publication Request Form must be filled out electronically.
 - b. After you complete the required fields, click the Submit button located at the bottom of the form. The Submit button will automatically create an e-mail addressed to publishing with this form attached.
 - c. Attach the completed Word document and all associated files to the e-mail.
 - d. Send the e-mail.
 - i. E-mail will be received by Publishing and logged.
 - ii. The originator should contact Publishing for one-on-one consultation.
 - iii. Publication requests can be viewed by visiting <http://www.metnet.mt.gov/PubRequests/>.
 - iv. Publishing will send a draft PDF to the originator for approval and *minor* proofing edits.

The finished PDF will be placed in the Approval folder (S:\Share\Approval).

It is the responsibility of the originator to inform the Assistant Superintendent or Chief of Staff the document is ready for approval.

- a. The Assistant Superintendent or Chief of Staff digitally signs and saves the PDF for approval. The original work request will be attached to the PDF for review if needed.
 - i. The Assistant Superintendent or Chief of Staff notifies the originator that the document has been approved. Publications is automatically notified when signed.
 - ii. Once approved, Publications will submit the job to Purchasing. The originator will need to submit a signed requisition to purchasing.
 - iii. The publication files are sent to P&G for printing and are posted to the Web by the Internet Services Bureau.

Note: The Publication Request Form will be returned if you miss one or more of the above steps. The Publication Request form must be resubmitted and the date of final product delivery must be pushed back. All OPI publications will be posted to the OPI Web site in PDF. The originator will be notified of it's URL.

Publishing Work Request Instructions

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1. Type the publication. **Do not format.** Properly formatted Bold, Italic, Underline, Bulleted and Column or pre-designed template from Publishing are acceptable. For publications that will have the State Superintendent's signature, the draft must first be sent to the Superintendent's office.
2. **Review the document.** Does it logically convey the message to the intended audience? Have you run the spelling and grammar tools?
3. Get permission to proceed from your division administrator by obtaining the electronic signature on this request form.

B

4. Have the appropriate proof reader proof your document and make the recommended corrections. The proof reader and the Administrator's electronic signatures certifies that the document(s) have been proofed and the content is final. The proof reader will e-mail the signed form back to the originator.
5. Originator e-mails the final proofed content to Publishing by clicking the Submit button. The Submit button will automatically create an e-mail addressed to Publishing with the form attached. The complete document and all associated files should be attached to the e-mail.
6. The form will be received by Publishing and automatically logged. The request can be viewed by visiting <http://www.metnet.mt.gov/PubRequests/>. If you do not see your job in the queue, contact Publishing (4424). The originator should meet with Publishing for a one-on-one consultation.
7. Once the PDF draft and a copy of the Publishing Request Form has been received from Publishing, review the PDF with your Division Administrator. *Minor* edits can be made by Publishing at the direction of the originator.
8. Once the draft PDF has been approved by the originator, the final PDF will be placed in the Approval folder and the originator notified by e-mail. The originator is responsible to e-mail the Division Administrator, Assistant Superintendent or Chief of Staff of the location of the final PDF available for approval. This form will contain estimated cost information for the Assistant Superintendents or Chief of Staff.
9. The Assistant Superintendent or Chief of Staff approves the final PDF with the digital signature and notifies the originator. **No publications are printed or posted to the Web site without this signature.**

C

10. Publishing sends the document(s), along with printing instructions, to Purchasing for printing and to the Internet Services Bureau (ISB) to post to the Web site. ISB will notify the originator of the URL location.